

# EXECUTIVE SECRETARIAT

## Routing Slip

*Memo  
Chase*

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		✓		
2	DDCI		✓		
3	EXDIR		✓		
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers	✓			
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
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22					
SUSPENSE		4 OCT Date			

Remarks:

D/ Executive Secretary

9/16/80  
Date

Executive Registry

82-5794/2

15 September 1982

MEMORANDUM FOR: Director of Personnel  
FROM: Director of Central Intelligence  
SUBJECT: 1982 Combined Federal Campaign

At the Cabinet meeting yesterday the President and Drew Lewis both expressed a desire that the Combined Federal Campaign be given a good push this year and that it exceed last year's performance. Cabinet members received these suggestions (attached). I think we should see to it that we perform well in meeting this requirement. I am glad you are taking charge. Call on me to do whatever you think necessary to give it the proper push and let's check progress as we go along. How well did we do last year in relation to our quota and other agencies? I note the attached suggestions indicate a formula for contribution at 1% of salary over \$40,000. What about people who make less than \$40,000? On the basis of past experience, what is the general rate of contribution here, the degree of participation, etc.?

  
William J. Casey

Attachment

  
DCI  
EXEC  
REG



U.S. Department of  
Transportation

Office of the Secretary  
of Transportation

400 Seventh St. S.W.  
Washington, D.C. 20590

Suggestions to Publicize Your Personal  
Concern Within Your Departments

- Attend the kickoff in your department.
- Have yourself photographed making your own payroll pledge. Payroll giving is the key to increased support.

Note: The formula for contributions is 1% of salary over \$40,000, plus 15% increase for the 1983 campaign.

- Have your personal statement filmed or videotaped to go as a leader to your own departmental film or for our General Campaign film.
- Talk about the CFC at meetings with your Agency Heads. Let them know that you are truly interested in the movement of the campaign within your department and are willing to help them bring that message to the employees.
- Send out memos during the campaign to stress your commitment to the private sector services represented by this effort.
- During October and November, brief CFC progress reports should be at the top of the agenda for management meetings.